



## **Introduction to Healing Touch / Fundamentals Class Check List**

### **Facility**

- Facility with a minimum of 1200 square feet
- Chairs (preferably padded)
- 3 tables – (for registration, products & refreshments)
- Restrooms (porta-potty rental, if necessary)
- Adequate heating/air
- Clock (large enough for instructor to see during class)
- Emergency Escape Plan clearly posted

### **Refreshments**

- Bottles of water
- Hot water for tea/coffee
- Assorted teas/coffee
- Ice/Cooler if needed
- Snacks/fresh peelable fruit
- Plates
- Plastic ware
- Napkins
- Cups with lids for coffee/tea

### **Office Supplies**

- Name tags
- Pens
- Scotch tape

### **Course Supplies**

- Final Student Roster
- HTA brochures/marketing cards
- Coordinator business cards
- Signage—Ask Facility
- First aid kit
  - Paper towels
  - Kleenex
  - Trash bags

## Small Animal Class Check List:

### Facility

- Facility with a minimum of 1500 square feet
- Potty area for the dogs
- Chairs (preferably padded)
- 3 Tables – (1 for refreshments & 2 for HTA products)
- Restrooms (porta-potty rental, if necessary)
- Adequate heating/air
- Clock (large enough for instructor to see during class)
- Emergency escape plan clearly posted

### Office Supplies

- Student name tags
- Dog name tags
- Markers
- Pens
- Scotch tape

### Course Supplies

- Final Student Roster
- HTA brochures/marketing cards
- Coordinator business cards
- Signage
- Dog poop bags
- First aid kit
- Paper towels
- Kleenex
- Trash bags
- Hand sanitizer (individual packets are best)
- Two boxes of corn starch (**Level 2**)
- Mixing bowl (**Level 2**)

- Wooden spoon (**Level 2**)
- Stuffed animals (**Level 3**)

### Refreshments

- Fresh water (individual bottles work best as they are spill proof & unbreakable)
- Hot water for tea/coffee
- Assorted teas/coffee
- Ice
- Cooler(s)
- Plate of cookies and/or crackers & cheese, seasonal fruit (apples, bananas, grapes, oranges, etc.)
- Breakfast bars (all snacks should be pre-packaged for sanitary purposes – **NO chocolate during the Small Animal Class**)
- Bagged nuts/trail mix
- Cheese sticks
- Plates
- Plastic ware
- Napkins
- Cups

### Personal

- Gum/breath mints
- Extra clothing
- Chap stick
- Eye drops
- Allergy medications
- Cell phone
- Camera

## Large Animal Class Check List

### Facility

- Facility large enough to accommodate students
- Enough horses to provide hands-on experience (3-4 students per horse)
- An area for the participants to sit during the HTA lecture
- An area to move indoors in poor weather
- Chairs - (rent chairs if necessary)
- 1 Table for refreshments; HTA products are not typically displayed during the Large Animal Class
- Restrooms (porta-potty rental, if necessary)
- Adequate heating/air
- Clock (large enough for instructor to see during class)
- Emergency escape plan clearly posted

### Office Supplies

- Name tags
- Markers
- Pens
- Scotch tape
- Paper towels
- Kleenex
- Trash can
- Trash bags
- Recycle container
- Note pads

### Course Supplies:

- Final Student Roster
- Registration forms for next HTA Level
- HTA brochures/marketing cards

- Coordinator business cards
- Signage
- First aid kit
- Hand sanitizer (individual packets are best)

### Refreshments

- Fresh water (individual bottles work best as they are spill proof & unbreakable)
- Hot water for tea/coffee
- Assorted teas/coffee
- Ice
- Cooler(s)
- Plate of cookies and/or crackers & cheese, seasonal fruit (apples, bananas, grapes, oranges, etc.)
- Breakfast bars – All snacks should be pre-packaged for sanitary purposes
- Bagged nuts/trail mix
- Plates
- Plastic ware
- Napkins
- Cups